

## **Request for Proposals For Weatherization Auditors**

Southeast Neighborhood Development (SEND) is seeking proposals from qualified auditors to perform weatherization services for low income households on the near southeast side of Indianapolis. Funding for this program will come from a grant through the Indiana Housing and Community Development Authority. This program is part of the American Recovery and Reinvestment Act of 2009 (ARRA).

### **SUMMARY AND BACKGROUND**

Southeast Neighborhood Development (SEND) is a not-for-profit community development corporation, which has served the Southeast side of Indianapolis for the past twenty-five years. Created by residents, it strives to revitalize the neighborhood and enhance the quality of life of its diverse spectrum of residents through creating and maintaining quality affordable housing.

### **REQUEST FOR PROPOSALS**

SEND is seeking proposals for auditors to perform weatherization services for low income housing on the Southeast side. Auditors must:

- Meet IHCD “Training Requirements for Auditors” articulated in Attachment “A” of this request for proposals.
- Ensure written audit meets the criteria set forth by the Indiana Weatherization Program.
- Perform at least two inspections on every house – the first inspection will occur at the completion of the mechanical work and the final inspection will occur at the completion of shell measures.
- Demonstrate a readiness to proceed.
- Meet staff and management qualifications.
- Be able to meet production goals, produce quality work, maintain production standards.
- Demonstrate overall capacity.
- Provide organizational certifications.

## **SELECTION CRITERIA**

SEND will evaluate and choose Weatherization auditors using the following criteria:

- Experience with Weatherization procedures and equipment
- Ability to meet production goals, produce quality work, and maintain production standards
- Demonstrates a readiness to proceed
- Meet staff and management qualifications
- Demonstrate overall capacity
- Provide organizational certifications
- Experience interacting with low income households

## **PROJECT DURATION**

SEND's Weatherization project is expected to last the length of a year; however, the length may change depending on various project elements.

## **PROPOSAL FORMAT**

All proposals must include the following items:

- I. Experience
- II. Capacity
- III. Equipment
- IV. Cost

## **EXPERIENCE**

1. Please describe any experience you have in providing weatherization or residential construction.
2. Please describe your experience using blower doors and pressure diagnostic tools.
3. Are you currently working on any weatherization related projects, if so, please describe.
4. Provide no more than three references, including contact information, for no more than three projects you have completed that involved weatherization, rehabilitation, or similar housing work.
5. Do you currently hold the appropriate certifications?
6. Please describe your experience working in occupied low income housing.
7. If you have not completed similar work, please explain why your proposal should be considered?

## **CAPACITY**

1. How many staff does your company currently employ?
2. How do you plan to staff this project? How many are currently certified?
3. What experience does your staff have in housing-related programs?

## **EQUIPMENT**

Does your organization have equipment in good working condition such as a blower door, insulation blower, gas leak detector, draft gauge, and hand tools which can be used for Weatherization?

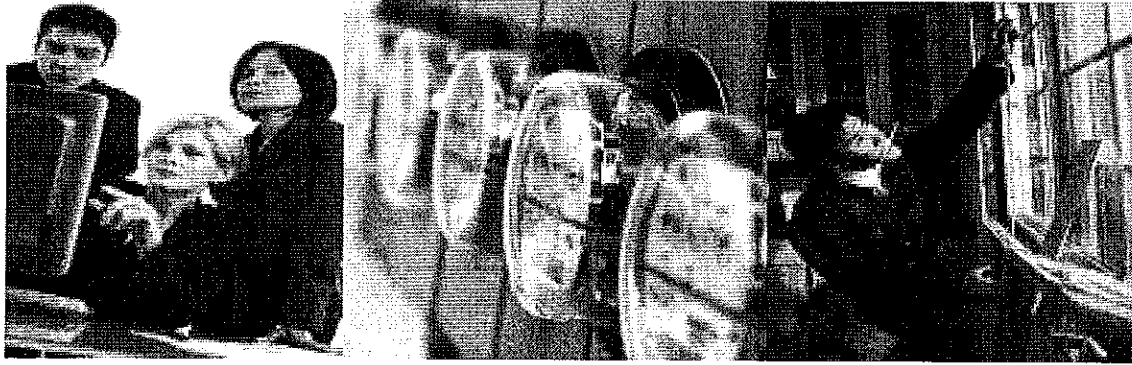
## **COST**

Provide a scope of work and billing rate per audit.

**PROPOSAL DUE DATE: JUNE 19<sup>TH</sup> AT 5PM**

**SEND office  
1030 Orange St  
Indianapolis, IN 46203**

**E-mail submittals are acceptable: [mark@sendcdc.org](mailto:mark@sendcdc.org)**



Indiana Housing and Community Development Authority Announces

# Weatherization Auditor Training Classes Opening

The Indiana Housing and Community Development Authority (IHCDA) is seeking individuals who are interested in serving as Weatherization Auditors for the State's Energy Conservation Program. Weatherization Auditors are responsible for home inspections, including attic and crawl space evaluations, diagnostic testing, energy audits, and composing work orders.

Ideal candidates possess strong math skills. Previous construction or HVAC experience preferred, but not required. Pre-test screenings will be held May 4-7, with background checks performed on selected candidates. Selected participants will be notified by May 14, with online training modules beginning May 18. Candidates who pass the pre-test screening will be invited to attend classroom training. These sessions will be held in the Northern (Elkhart), Central (Indianapolis), and Southern (Bedford) regions of the state June 8-11, followed by field training.

Please note that this training includes a three-week online course, with a minimum commitment of 10 hours per week, followed by a three-week onsite field training commitment including overnight stays. This training, as well as field training overnight accommodations, will be provided to qualified participants at no cost. For more information or to register, please [click here](#).

[http://www.surveymonkey.com/s.aspx?sm=SHUGPS2HBvZa\\_2bu7DD5DZzQ\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=SHUGPS2HBvZa_2bu7DD5DZzQ_3d_3d)